



Know Your Potential Consultancy Ltd

PLAGIARISM POLICY





PLAGIARISM POLICY

Learner's Name:

KYP Consultancy does not condone plagiarism and will take appropriate action (defined below) if detected in the work of a learner. Plagiarism will be defined as:

Copying of other learner's work. All work submitted for a learner's qualification must be the learner's own, original work. Direct copying of one learner's work by another will not be tolerated.

Copying directly from a textbook or internet source. Learners are encouraged to use any sources of information that are of relevance to their study. However, if sections of textbooks or internet sources are reproduced without proper acknowledgement or referencing, this will be viewed as plagiarism.

It is the responsibility of all assessors to advise their learners on the plagiarism policy and resultant action that may be taken. Staff who mark or supervise work must ensure that the work submitted is the learner's own. Any assessor that suspects a learner of plagiarism should request a resubmission of the work. If plagiarism continues, the Assessor will report the matter to the Quality Manager of KYP, together with evidence of the learner's work under suspicion.

It is the responsibility of the Quality Manager, in collaboration with the learner's Assessor and Manager to ascertain the exact nature of the continued plagiarism. The learner will be interviewed at the earliest opportunity and details of their responses will be recorded in writing and should take the following form:

A description of the nature of the alleged plagiarism and a summary of the evidence. Confirmation of the time, place of and persons present at the interview. If, following the investigation, continued plagiarism has been proven, the following action will be taken:

Minor Case – i.e, plagiarism of a small element of a piece of work only, or not the final draft. The Quality Manager will issue a written warning to the candidate and will copy the letter to the learner's Manager or Head of Department. The learner will be given a further opportunity to resubmit their work.

Major Case – i.e, plagiarism of a significant portion of the final submission. The Quality Manager will inform the learner in writing that their work cannot be submitted and that they will therefore fail the module or section of module. A copy of the letter will also be sent to the learner's Head of Department and Manager, who may decide to take further disciplinary action. A report to the awarding body concerned may be made.

This dated signature identifies you have read and are aware of the plagiarism policy that KYP follows.

Learner's signature.

Date:



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